



Oklahoma Civil Rights Advisory Committee

Bylaws

These Bylaws are hereby submitted for approval:

Recommended by:

Approved By:

Chairperson, Oklahoma
Civil Rights Advisory
Committee

Date

State Conservationist

Date

BYLAWS Of The USDA - Natural Resources Conservation Service Oklahoma Civil Rights Advisory Committee

PREAMBLE

The Oklahoma Civil Rights Advisory Committee is responsible to the Oklahoma state conservationist. The Committee serves the following functions:

- ❖ Serves as an advisory body to the state conservationist, to promote and assist in meaningful and effective affirmative action consistent with the goals and objectives set forth by management.
- ❖ Provides feedback on the performance of the equal opportunity and civil rights program, identifies areas of weakness, and makes recommendations for improvements.
- ❖ Identifies emerging areas needing special attention by the state conservationist and Oklahoma's NRCS management.
- ❖ Makes recommendations to the state conservationist regarding policies, practices, and procedures as they affect equal opportunity Oklahoma-wide.

ARTICLE I

Name

Section 1: The name of this committee shall be the USDA NRCS Civil Rights Advisory Committee (hereinafter, the "Committee").

ARTICLE II

Purpose

Section 1: The purpose of this Committee shall be to serve as an advisor to the state conservationist - Oklahoma NRCS

Section 2: Specific responsibilities of the Committee are listed under the Preamble.

ARTICLE III

Members

Section 1: The Committee will be composed of voting members, six SEPMs and four zone representatives, and one or more advisory non-voting member(s) appointed by the state conservationist.

Section 2: Vacancies on the Committee shall be advertised. The Committee shall make a recommendation to the state conservationist from the applicant pool. The state conservationist shall appoint the Committee members.

Section 3: The membership of the Committee shall (to the extent practicable) consist of representatives of minority and non-minority groups, women, grade levels, classification series, and geographical regions.

Section 4: Each SEPM committee member shall be appointed to serve a 3-year term commencing in October except the advisor(s) whose length of term is at the discretion of the state conservationist.

Section 5: The SEPM committee members shall serve staggering terms to allow no more than two new members per year.

Section 6: In the event a committee member leaves the Committee before serving a full term, the position will be filled either by an advertisement or appointment by the state conservationist.

Section 7: Eligibility. A person shall be a permanent NRCS employee, and shall be willing to serve on the Committee.

Section 8: Term. The term of membership shall begin with the call to order of the regular first quarter committee meeting.

ARTICLE IV

Officers

Section 1: The officers of the Committee shall be a chairperson, a vice-chairperson, and a recorder.

Section 2: Eligibility. The chairperson, vice-chairperson and recorder shall be voting members.

Section 3: Selection of officers. The state conservationist shall appoint the chairperson. The Committee will formally elect the vice-chairperson and recorder.

Section 4: Term. The chairperson shall serve a three-year term. The vice-chairperson and recorder shall serve one-year terms and shall be eligible for re-election for one additional term. Elections shall be held during the first quarter meeting, and shall assume office the following meeting.

Section 5: Duties. The officers shall perform the duties prescribed by the Robert Rules of Order Parliamentary procedures.

ARTICLE V

Meetings

Section 1: Regular Meetings. The regular meeting of the Committee shall be held during each quarter of the year. The Committee chairperson and Committee members shall set the exact date. There shall be four regular meetings a year.

Section 2: Special Meeting. The chairperson in consultation with the state conservationist may call special meetings.

Section 3: Quorum. Two-thirds of the voting members shall constitute a quorum.

ARTICLE VI

Voting

Section 1: Except as otherwise specifically provided for in these bylaws, decisions shall be reached by majority vote of the members at meetings in which a quorum is present.

ARTICLE VII

Subcommittees

Section 1: An Executive Subcommittee composed of the Committee Advisors and Chairperson shall provide guidance and recommendations to the Committee concerning the conduct of its business. It shall from time to time evaluate the overall effectiveness of the Committee's efforts and make recommendations.

Section 2: Subcommittee Chairperson. The members of the respective subcommittee at the regular meeting shall elect the chairperson of each standing subcommittee.

Section 3: Awards Committee. This subcommittee shall be composed of voting committee members.

Section 4: Such other subcommittees shall be appointed by the chairperson, as the Committee shall from time to time deem necessary to carry out the work of the Committee. At least one member of the committee shall be appointed to each of these other subcommittees. The chairperson shall be ex officio member of all subcommittees.

ARTICLE VIII

Removal of Members

Section 1: The state conservationist shall determine removal of a member from the committee with recommendations from the Committee.

ARTICLE IX

Amendment of Bylaws

Section 1: Motions to amend these bylaws may be submitted by any voting member of the Committee to the chairperson.

Section 2: Decisions to amend the bylaws shall be reached by majority vote of the members at the meeting, in which a quorum is present.

Section 3: All amendments to these bylaws are subject to the approval of the state conservationist.